



# Local Government (Scotland) Act 1973

## 1973 CHAPTER 65

### PART XI

#### GENERAL PROVISIONS AS TO LOCAL AUTHORITIES

##### *Legal Proceedings, Notices, etc.*

#### **189 Legal proceedings.**

- (1) Where a local authority consider it expedient for the promotion or protection of the interests of the inhabitants of their area or any part thereof, they may institute, defend or appear in any legal proceedings or represent the inhabitants at any local inquiry held by or on behalf of any Minister or public body under any enactment.
- (2) Any member or officer of a local authority, who is authorised in that behalf by the authority, shall be entitled to institute, defend or appear in proceedings before a court of summary jurisdiction although he is not a practising solicitor.

#### **Modifications etc. (not altering text)**

- C1** S. 189 applied (temp. from 6.4.1995 until 1.4.1996) by S.I. 1995/789, art. 2, Sch. para. 3
- C2** S. 189 applied (10.10.2005) by Transport (Scotland) Act 2005 (asp 12), ss. 4, 54(2), Sch. 1 para. 13(1); S.S.I. 2005/454, art. 2, Sch. 2

#### **190 Service of legal proceedings, notices, etc., on local authorities.**

Any legal proceedings against a local authority shall be deemed to have been duly served on the authority if served on the proper officer of the authority, and any notice, order or other document required or authorised by any enactment or any instrument made under an enactment to be sent, delivered or served to or upon a local authority or to or upon the proper officer or [F<sup>1</sup>convener] of a local authority, shall be addressed to the local authority or to the proper officer or [F<sup>1</sup>convener] as the case may be, and left at, or sent by post in a prepaid letter to, the offices of the local authority.

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#### Textual Amendments

- F1** Words in s. 190 substituted (1.4.1996) by 1994 c. 39, s. 180(1), **Sch. 13 para. 92(59)**; S.I. 1996/323, **art. 4(1)(b)(c)**

#### Modifications etc. (not altering text)

- C3** S. 190 applied (10.10.2005) by **Transport (Scotland) Act 2005 (asp 12)**, ss. 4, 54(2), **Sch. 1 para. 13(1)**; S.S.I. 2005/454, **art. 2**, Sch. 2

### 191 Claims in sequestrations and liquidations.

The proper officer of a local authority or any other officer authorised by the authority for the purpose may sign on behalf of the authority any claim in any sequestration, liquidation or other such proceedings in which the authority are entitled to make a claim, and may act on behalf of the authority in connection with that claim in all respects.

#### Modifications etc. (not altering text)

- C4** Ss. 191-199 applied (temp. from 6.4.1995 until 1.4.1996) by S.I. 1995/789, **art. 2**, **Sch. para. 3**  
**C5** S. 191 applied (10.10.2005) by **Transport (Scotland) Act 2005 (asp 12)**, ss. 4, 54(2), **Sch. 1 para. 13(1)**; S.S.I. 2005/454, **art. 2**, Sch. 2

### 192 Service of notices, etc., by local authority.

- (1) Any documents to which this section applies may be served—
- (a) by being sent by post in a prepaid letter or delivered to or at the residence or place of business of the person to whom it is addressed:

Provided that in the case of a person employed on any ship or vessel it shall be delivered to some person on board thereof and connected therewith; or

- (b) in the case of an incorporated company or body by being sent by post in a prepaid letter addressed to the secretary or clerk of the company or body at their registered or principal office or by delivering it to him at that office; or
- (c) where the notice or other document relates to premises and the owner thereof resides beyond the area of the local authority, by being sent by post in a prepaid letter or delivered to or at the place of business of his known factor or agent or the person drawing the rents of the premises; or
- (d) where the notice or other document relates to premises and the local authority are unable after reasonable inquiry to ascertain the address of the person upon whom it should be served, by addressing it to him—
  - (i) by name, if his name is known; or
  - (ii) if his name is not known, by the description of “owner” or “occupier” of the premises (naming them) to which it relates;

and by delivering it to some person on the premises, or if there is no person on the premises to whom it can be delivered, by affixing it or a copy thereof to some conspicuous part of the premises.

- (2) Service of a copy of a document to which this section applies shall be deemed to be service of the principal document.

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- (3) Service of any document to which this section applies may be proved by a certificate under the hand of the person who posted or delivered or affixed the same attested by one witness who was present at such posting, delivery or affixing.
- (4) Where any document to which this section applies relates to premises and the local authority are unable after reasonable inquiry to ascertain the name and address of the owner of the premises, then if there is no known factor, agent or person drawing the rents, such document may be addressed to the occupier or any of the occupiers of the premises, and such occupier shall in all respects take burden for the owner, so however that he shall not be liable to make payment under this section of any sum in excess of the sum which he is liable to pay in respect of rent of the premises nor shall he be required to make payment of any sum before the sum in respect of rent is due and payable, and any sum so paid by the occupier shall be deemed to be a payment to account of rent.
- (5) For the purpose of enabling any document to be served on the owner of any premises, the local authority may by notice in writing require the occupier of the premises to state the name and address of the owner thereof, and if the occupier refuses or wilfully neglects to do so, or wilfully mis-states the name and address of the owner, he shall, unless in the case of a refusal he shows cause to the satisfaction of the court for his refusal, be liable on summary conviction in respect of each offence to a fine not exceeding [<sup>F2</sup>level 1 on the standard scale].
- (6) This section applies to any notice, order or other document which is required or authorised by an enactment (including any enactment in this Act) or any instrument made under an enactment to be served by or on behalf of a local authority, or by an officer of a local authority, not being a document to the service of which the provisions of some enactment other than this section or some instrument made under an enactment are applicable.
- [<sup>F3</sup>(7) Without prejudice to subsections (1) to (6) above, a rating authority may use the method specified in subsection (8) below or that specified in subsection (9) below in order to—
  - (a) issue a demand note under section 237 of the 1947 Act <sup>F4</sup>;
  - (b) supply information which requires to be supplied when such a demand note is issued.
- (8) The method specified in this subsection is to send the demand note or information by electronic communication to an address notified to the authority for the purposes of this subsection by the recipient of the demand note or information, and an electronic communication under this subsection must be—
  - (a) capable of being accessed by the recipient;
  - (b) legible in all other material respects; and
  - (c) sufficiently permanent to be used for subsequent reference.
- (9) The method specified in this subsection is to publish the demand note or information on a website in a case where—
  - (a) the rating authority have agreed with a person that demand notes or information will be issued or supplied to that person by this method;
  - (b) the demand note or information falls within the terms of that agreement; and
  - (c) the authority notify that person, in a manner agreed between them of—
    - (i) the address of the website on which the demand note or information has been published; and

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- (ii) the place on the website where the demand note or information may be accessed and how it may be accessed.
- (10) In subsection (8)(b) above, “legible in all other material respects” means that the information contained in the electronic communication shall be available to the recipient to no lesser extent than it would be if that information had been contained in a document in printed form.
- (11) Unless the contrary is proved—
- (a) a demand note issued under subsection (8) above shall be regarded for the purposes of any legal proceedings as having been issued on the second working day after the day on which the electronic communication containing it was sent;
  - (b) a demand note issued under subsection (9) above shall be regarded for the purposes of any legal proceedings as having been issued on the second working day after the day on which notification was given under paragraph (c) of that subsection.
- (12) A person who has notified an address for the purposes of subsection (8) above may subsequently give notice to the rating authority of a different address for those purposes and such a notice shall take effect from the date specified in it, being a date not less than three working days after the date on which the notice is given.
- (13) Where a person has agreed to receive demand notes or information by a method specified in subsection (8) or (9) above, that person may at any time withdraw from that agreement by giving notice to the rating authority and such a notice shall take effect from the date specified in it, being a date not less than seven working days after the date on which the notice is given.
- (14) In this section—
- “address”, in relation to electronic communications, means any number or address used for the purposes of such communications;
- “electronic communication” has the meaning given by section 15(1) of the Electronic Communications Act 2000; and
- “working day” means a day which is not a Saturday, Sunday, Christmas Eve, a bank holiday in Scotland under the Banking and Financial Dealings Act 1971<sup>F5</sup>, a day appointed for public thanksgiving or mourning or any other day which is a local or public holiday in an area in which the electronic communication is received.]

#### Textual Amendments

- F2** Words substituted by virtue of [Criminal Procedure \(Scotland\) Act 1975 \(c. 21\)](#), **ss. 289F**, 289G (as inserted by [Criminal Justice Act 1982 \(c. 48\)](#), **s. 54**)
- F3** [S. 192\(7\)-\(14\)](#) inserted (1.4.2006) by [The Non-Domestic Rating \(Electronic Communications\) \(Scotland\) Order 2006 \(S.S.I. 2006/201\)](#), **art. 2**
- F4** [The Local Government \(Scotland\) Act 1947 \(c. 43\)](#).
- F5** 1971 c. 80.

#### Modifications etc. (not altering text)

- C6** [S. 192](#) extended by [Roads \(Scotland\) Act 1984 \(c. 54, SIF 108\)](#), **s. 137**  
[S. 192](#) extended (with modifications) (6.3.1992) by [Local Government Finance Act 1992 \(c. 14\)](#), **s. 83(1)**, **Sch. 6 para. 3**

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- C7** S. 192 applied (19.12.1991) by City of Edinburgh District Council Order Confirmation Act 1991 (c. xix), s. 1, **Sch. Pt. XII**, s. 47  
S. 192 applied (1.4.2002) by Water (Scotland) Act 1980 (c. 45), s. 23(1ZA) (as inserted by Water Industry (Scotland) Act 2002 (asp 3), ss. 71(1), 72, **Sch. 6 para. 18(3)** (with s. 67); S.S.I. 2002/118, **art. 2(3)**)  
S. 192 applied (10.10.2005) by Transport (Scotland) Act 2005 (asp 12), ss. 4, 54(2), **Sch. 1 para. 13(1)**; S.S.I. 2005/454, **art. 2**, Sch. 2
- C8** S. 192(1)-(4) applied (with modifications) (1.5.2005) by Building (Scotland) Act 2003 (asp 8), **ss. 37(2)**, 59; S.S.I. 2004/404, **art. 2(1)** (with arts. 3, 4)

### **193 Authentication of documents.**

- (1) Any notice, order or other document which a local authority are authorised or required by or under any enactment (including any enactment in this Act) to give, make or issue may be signed on behalf of the authority by the proper officer of the authority, and may be withdrawn by a notice similarly authenticated.
- (2) Any document purporting to bear the signature of the proper officer of the authority shall be deemed, until the contrary is proved, to have been duly given, made or issued by the authority of the local authority.

In this subsection the word “signature” includes a facsimile of a signature by whatever process reproduced.

- (3) Where any enactment or instrument made under an enactment makes, in relation to any document or class of documents, provision with respect to the matters dealt with by one of the two foregoing subsections, that subsection shall not apply in relation to that document or class of documents.

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#### **Modifications etc. (not altering text)**

- C9** S. 193 applied (19. 12. 1991) by City of Edinburgh District Council Order Confirmation Act 1991 (c. xix), s. 1, **Sch. Pt. XII**, s.47  
Ss. 191-199 applied (*temp.* from 6.4.1995 until 1.4.1996) by S.I. 1995/789, art. 2, **Sch. para. 3**
- C10** S. 193 applied (10.10.2005) by Transport (Scotland) Act 2005 (asp 12), ss. 4, 54(2), **Sch. 1 para. 13(1)**; S.S.I. 2005/454, **art. 2**, Sch. 2

### **<sup>F6</sup>194 Execution of deeds by local authority and use of seal.**

- (1) .....
- (1A) .....
- (1B) .....

- (2) The seal of a council may be affixed to a deed or other document if authority to affix the seal to the deed or other document has been given at a meeting of the council, or has been given otherwise in accordance with standing orders of the council:

Provided that a person entering into any transaction with any such council shall not be bound to inquire whether authority to affix the seal has been given in accordance with the provisions of this subsection, and all deeds executed by such a council if otherwise

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valid shall have full force and effect notwithstanding that such authority may not have been given.

**Textual Amendments**

**F6** S. 194 (except s. 194(2)) repealed (1.8.1995) by 1995 c. 7, ss. 14(2), 15(2), **Sch. 5** (with ss. 9(3)(5)(7), 13, 14(3))

**Modifications etc. (not altering text)**

**C11** Ss. 191-199 applied (temp. from 6.4.1995 until 1.4.1996) by S.I. 1995/789, art. 2, **Sch. para. 3**

**195 Public notices.**

Save as otherwise expressly provided, a public notice required to be given by a local authority shall be given—

- (a) by displaying the notice conspicuously at or near the principal entrance to the offices of the authority; and
- (b) by posting the notice in some conspicuous place or places within the area of the authority or by inserting a copy of the notice in a newspaper circulating in the area of the authority; and
- (c) in such other manner, if any, as appears to the authority to be desirable for giving publicity to the notice.

**Modifications etc. (not altering text)**

**C12** Ss. 191-199 applied (temp. from 6.4.1995 until 1.4.1996) by S.I. 1995/789, art. 2, **Sch. para. 3**  
 S. 195 applied (with modifications) (1.4.1996) by S.I. 1995/3026, **arts. 1(2), 14**

**C13** S. 195 applied (10.10.2005) by Transport (Scotland) Act 2005 (asp 12), ss. 4, 54(2), **Sch. 1 para. 13(1)**; S.S.I. 2005/454, **art. 2, Sch. 2**

**196 Misnomers, etc., not to affect validity of notices, etc.**

No misnomer or inaccurate description of any person or place, omission, mistake or informality in any notice or other document under or for the purposes of this Act shall affect the full operation of the notice or other document if the person or place mentioned is so designated as to be commonly understood, and such omission, mistake or informality is not such as to defeat the object of the notice or other document or cause substantial injustice to any person affected thereby.

**Modifications etc. (not altering text)**

**C14** S. 196 applied (19. 12. 1991) by City of Edinburgh District Council Order Confirmation Act 1991 (c. xix), s. 1, **Sch. Pt. XII, s.47**

Ss. 191-199 applied (temp. from 6.4.1995 until 1.4.1996) by S.I. 1995/789, art. 2, **Sch. para. 3**

**197 Inspection and deposit of documents.**

<sup>F7</sup>(1) .....

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- (2) In any case in which a document of any description is deposited with the proper officer of a local authority, pursuant to the standing orders of either House of Parliament or to any enactment or instrument, the proper officer shall receive and retain the document in the manner and for the purposes directed by the standing orders or enactment or instrument, and shall make such notes or endorsements on, and give such acknowledgements and receipts in respect of, the document as may be so directed.
- (3) Subject to any provisions to the contrary in any other enactment or instrument, a person interested in any such map, plan or other document as is mentioned in subsection (2) above, may, at all reasonable hours, inspect and make copies thereof or abstracts therefrom on payment to the person having custody thereof of a fee not exceeding 10p for every such inspection, and of a further fee not exceeding 10p for every hour during which such inspection continues after the first hour.
- (4) If a person having the custody of any such document—
- (a) obstructs any person entitled to inspect the document or to make a copy thereof or extract therefrom in inspecting the document or making a copy or extract,
  - (b) refuses to give copies or extracts to any person entitled to obtain copies or extracts,
- he shall be liable on summary conviction to a fine not exceeding [<sup>F8</sup>level 1 on the standard scale].
- (5) A local authority may remit any fee chargeable under this section.

#### Textual Amendments

- F7** S. 197(1) repealed by [Local Government \(Access to Information\) Act 1985 \(c. 43, SIF 81:1, 2\)](#), s. 3, [Sch. 3](#)
- F8** Words substituted by virtue of [Criminal Procedure \(Scotland\) Act 1975 \(c. 21\)](#), **ss. 289F, 289G** (as inserted by [Criminal Justice Act 1982 \(c. 48\)](#), s. 54)

#### Modifications etc. (not altering text)

- C15** Ss. 191-199 applied (temp. from 6.4.1995 until 1.4.1996) by [S.I. 1995/789](#), art. 2, [Sch. para. 3](#)
- C16** S. 197 applied (10.10.2005) by [Transport \(Scotland\) Act 2005 \(asp 12\)](#), ss. 4, 54(2), [Sch. 1 para. 13\(1\)](#); [S.S.I. 2005/454](#), [art. 2](#), [Sch. 2](#)

## 198 Photographic copies of documents.

- (1) Subject to subsection (3) below, any requirement imposed by any enactment that a local authority shall keep a document of any description shall be satisfied by their keeping a photographic copy of the document.
- (2) Subject to subsection (3) below, any requirement imposed by any enactment that a document of any description in the custody or under the control of a local authority shall be made available for inspection shall be satisfied by their making available for inspection a photographic copy of the document.
- (3) A photographic copy of a document in colour where the colours are relevant to the interpretation of the document shall not suffice for the purposes of this section unless it so distinguishes between the colours as to enable the document to be interpreted.

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**Modifications etc. (not altering text)**

- C17** Ss. 191-199 applied (temp. from 6.4.1995 until 1.4.1996) by S.I. 1995/789, art. 2, **Sch. para. 3**  
**C18** S. 198 applied (10.10.2005) by [Transport \(Scotland\) Act 2005 \(asp 12\)](#), ss. 4, 54(2), **Sch. 1 para. 13(1)**; S.S.I. 2005/454, **art. 2**, Sch. 2

**199 Reports and returns.**

Every local authority and every joint committee or joint board shall, within such period as the appropriate Minister may require, make to that Minister such reports and returns and give him such information with respect to their functions as the Minister may require, or as may be required by either House of Parliament.

**Modifications etc. (not altering text)**

- C19** Ss. 191-199 applied (temp. from 6.4.1995 until 1.4.1996) by S.I. 1995/789, art. 2, **Sch. para. 3**  
**C20** S. 199 applied (10.10.2005) by [Transport \(Scotland\) Act 2005 \(asp 12\)](#), ss. 4, 54(2), **Sch. 1 para. 13(1)**; S.S.I. 2005/454, **art. 2**, Sch. 2

**F<sup>9</sup>200** .....

**Textual Amendments**

- F9** S. 200 repealed (1.4.1996) by [1995 c. 25](#), s. 120(3), **Sch. 24** (with ss. 7(6), 115, 117); S.I. 1996/186, **art. 3(xiii)**



**Changes to legislation:**

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**Changes and effects yet to be applied to the whole Act associated Parts and Chapters:**

Whole provisions yet to be inserted into this Act (including any effects on those provisions):

- Sch. 7 para. 7(3) inserted by [1989 c. 42 Sch. 11 para. 36](#)